



Personnel

MILITARY PERSONNEL RECORDS SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

<p>NOTICE: This publication is available electronically. Contact the Master Reference Library, 81 CS/SCSP, for assistance.</p>

AFI 36-2608, 1 July 1996, is supplemented as follows. This supplement specifies procedures for safeguarding information contained in Unit Personnel Record Groups (UPRGs), places controls on UPRG handling to ensure accountability, specifies procedures and time constraints for signing out UPRGs, and lists the policies of the Chief, Military Personnel Flight (MPF), concerning intra-MPF and inter-MPF signing out of UPRGs.

2.1.1.1. (Added) The FRG Manager appoints the Records Custodian (Chief, Customer Service Workcenter) who is responsible for management and control of UPRGs and ensures daily accountability for records placed in his/her care.

2.1.1.2. (Added) The FRG Manager and Records Custodian are responsible for adherence to this instruction.

2.3.6. (Added) Access:

2.3.6.1. (Added) The Wing Commander, major organization Commanders, Deputy Commanders, Chiefs of major staff agencies, Squadron Commanders, First Sergeants, reporting officials, and individuals to whom the record pertains or their designated representative are allowed access to UPRGs upon identification.

2.3.6.2. (Added) Officials from JA, IG, OSI, FBI assigned or appointed, and Social Actions may have access to UPRGs after the Chief, Customer Support Section, or the Chief, Customer Service Workcenter, grants clearance.

2.3.7. (Added) Reviewing Records. Personnel authorized to review records are appointed, in writing, by forwarding the letter of appointment to 81 MSS/DPMPs, Customer Service Workcenter. See Attachment 1 for information required when appointing agents.

2.3.7.1. (Added) Individuals may review their records at anytime and have copies made of any document during normal duty hours. Supervisors may review records of their subordinates at any time, but must remain in the Customer Service Workcenter. Supervisors are not allowed to receive any copies of documents from subordinate's records without written permission from that subordinate. **EXCEPTION:** Supervisors requesting Performance Reports for the period of the decoration with the DECOR 6 for confirmation.

2.3.8. (Added) Records Removal. The Chief, Customer Support Section, or Chief, Customer Service Workcenter, approves removal of records from the records area, and individuals designated by Commanders must sign for any record removed. A copy of the DD Form 93, Emergency Data Card, is attached to the AF Form 614, Charge Out Record, before UPRG is removed from the records unit. Records are signed out before 1500 each duty day. Return records no later than 1530 three duty days from the date signed out of the MPF. **EXCEPTION:** 81st Training Wing Information Management Section, Group Information Management Sections, the Staff Judge Advocate's office, and the OPR/EPR Workcenter of the MPF are exempt from the 3 day rule. Written requests for extensions by any other unit/agency will be considered for approval on a case by case basis. Anyone signing out a UPRG accepts responsibility for it until it is returned. They are also responsible to comply with the Privacy Act Statement (Attachment 2) of this instruction. It is imperative that the Customer Service Workcenter be contacted at 7-2276 if the UPRG is passed on to another office. All UPRGs are to be handcarried to the Customer Service Workcenter. Do NOT return UPRGs through the Base Information Transfer System (BITS).

2.3.9. (Added) Designation of Personnel to Review UPRGs. Commanders or Chiefs of major staff agencies designate, in writing, additional personnel to review records when required by courts-martial, Articles 15, school eliminations, decorations, etc. Keep lists to the least number possible to accomplish the mission and maintain security of personnel records. An individual may not sign out their own UPRG, unless it is placed in a sealed envelope to be opened by the Commander. However, an individual has access to his or her records and can obtain a copy of records upon request.

2.3.10. (Added) Sign Out Procedures:

2.3.10.1. (Added) Sign out all UPRGs on AF Form 614, Charge Out Record, or through electronic means when capability is on-line. For personnel separating, in confinement, retiring, and those going PCS, sign out UPRGs on KAFB Form 196 (UPRG Charge Out Record).

2.3.10.2. (Added) Contact all agencies daily/weekly to ensure all UPRGs are being returned within the 3-day rule.

2.3.10.3. (Added) Conduct a quarterly audit during the months of March, June, September, and December. Notify all agencies by letter to return all UPRGs prior to the audit.

2.3.10.4. (Added) Commanders must designate, in writing, personnel from the unit to sign out and review UPRGs. This must be done whenever there are significant personnel changes; it must be done at least annually.

2.3.10.5. (Added) Limit all MPF workcenters signing out UPRGs (other than exceptions above) to 1 duty day. Return UPRGs by 1530 the following duty day to ensure they are secured.

Attachment 1, References. AFI 37-132.

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Attachments:

1. Certificate to Review Records
2. UPRG Privacy Act Statement

CERTIFICATE TO REVIEW RECORDS

Date

I, (typed or printed name), (grade), hereby certify that I am a member of the US Air Force serving in an active duty status and that (typed or printed name) (grade) (address or organization), is appointed my agent to review my Unit Personnel Record Group in the same manner and under the same conditions that would apply if I were present for this purpose.

(Typed or Printed Name, Grade, USAF)

UPRG Privacy Act Statement

While this record is in your possession, you are responsible for protecting the information contained therein. Contents of the attached AF Form 10 are of a personal nature and protected under the Privacy Act of 1974. Disclosure, inadvertently or intentionally, to anyone not authorized access under the Privacy Act and having need to know, is an invasion of the individual's privacy and is punishable by fine. AFI 37-132 applies.